

# EMD/HLS Equipment Approval/Purchase/Reimbursement Process

May 26, 2006

The processing of equipment approvals and requests for reimbursement are changed effective May 10, 2006. The changes apply to all grants managed by the Homeland Security Section starting with FFY05.

## Request and approval process

1. The Equipment Budget Detail Worksheet is now called the Equipment Approval Request.
2. All Equipment Approval Requests will be forwarded to EMD/HLS for review and approval by the CHS Equipment Subcommittee.
3. The Equipment Approval Request has two additional columns (see attached template).
  - a. Item Number. The first line will be '1'; the second line will be '2', and so on. This makes later research and cross-referencing for reimbursement easier.
  - b. Related Project. Will either be your ISIP/BSIR or contract project reference.
4. Equipment Approval Requests are reviewed by the Equipment Subcommittee on the first Wednesday of each month. Urgent requests will be processed through the Equipment Subcommittee via email vetting. This process takes one to two days.

## Approval notification and purchase process

1. Equipment Subcommittee review/approval notifications will be provided within 24 hours by email from EMD/HLS.
2. Once you have received approval from the Equipment Subcommittee through EMD/HLS, you may proceed immediately with the purchase of the approved equipment. No amendment is required to your contract, unless you are requesting EMD/HLS purchase items on your behalf.
3. An amendment changing the current requirements for an amendment to your contract for each approved Equipment Approval Request will be executed at the time of your next Equipment Approval Request. Your grant Program Manager/Coordinator will initiate and process the amendment with your coordination.

## Purchasing Equipment through EMD/HLS

1. EMD/HLS will purchase equipment items on your behalf when requested. Doing so will extend the purchase and delivery time of equipment to allow for amending your contract and processing a purchase order through the Military Department contracting system.
2. After approval by the Equipment Subcommittee, submit the EMD/HLS, WSP Equipment Purchase Request to your Grant Manager/Coordinator (see attached template).

Equipment reimbursement through EMD/HLS: Use the Reimbursement Spreadsheet template with the following guidance:

1. Category
  - a. After Action Report (AAR) must be submitted to the OGT web-based reporting system to receive final exercise costs.
  - b. Provide all supporting documentation for training costs with the A-19.
2. Salary/Benefits/Overtime
  - a. List the employee/staff person's name, job title, and the time period covered.
  - b. List the related activity for the contract deliverables.
  - c. Overtime reimbursement requires the related activity/course/exercise, including course number, number of students attending, location, and instructor name(s) for courses.
  - d. Define uncommon acronyms.
3. Consultant/Contractor Fees
  - a. Consultant/Contractor fees are separate from regular salary and benefits.
  - b. Provide the related activity—what did the consultant/contractor do?
4. Goods and Services
  - a. If the item or service was purchased in support of a specific training course/exercise/planning activity, be specific when describing the activity. Vague language, such as "WMD exercise" will delay reimbursement pending clarification.
5. Travel and Per Diem
  - a. List the name of the staff person traveling.
  - b. List the activity related to the travel (meeting, workshop, etc.).
  - c. Be specific and detailed when describing the activity. Vague language, such as "WMD exercise".
  - d. Identify travel for Regional Coordinators within the Region or State for planning meetings as "regional planning activities".
6. Pass Thru
  - a. All costs for which a sub-recipient has entered into a contractual agreement with another agency/organization, and is passing through funds for that agency's use is considered "pass thru".
  - b. No detail support is required, but all supporting documentation must be on file and available upon request.
  - c. Hold sub-recipients to the same level, or greater, of detail in documentation as required of you.
7. Other (Indirect)
  - a. Only those agencies with an approved indirect rate on file with EMD may claim an indirect rate.
8. Equipment
  - a. Reimbursement requests must include the vendor's invoice and either the packing slip or a clearly legible signed statement written on the invoice stating: "All items listed have been received in working order and inventoried."
  - b. The item number from the Equipment Approval Request and related project from your ISIP/BSIR or contract must be included.